

ROCHESTER COMMUNITY SCHOOLS

501 West University Drive, Rochester, Michigan

BOARD OF EDUCATION REGULAR AND ORGANIZATION MEETING

June 17, 2013

MINUTES

CALL TO ORDER

A Regular and Organizational Meeting, Open to the Public, of the Board of Education for the Rochester Community Schools, Rochester, Michigan was held on Monday, June 17, 2013, in the Rochester Community Schools Administration Center, 501 West University Drive, Rochester, Michigan. President Beth Talbert called the meeting to order at 7:00 p.m. Board members led in the Pledge of Allegiance.

ROLL CALL

Members Present: Beth Talbert, Lisa Nowak, Pat Piskulich, Jennifer Berwick, Jane Pierobon, Michael Zabat

Members Absent: Chuck Coutteau with notice

Others Present: Robert Shaner, Dan Romzek, Beth Davis, Debbi Hartman, John Stoner, Jeff Mozdierz, Irene Larson, Dave Harwell, Debi Fragomeni, Sandra Srabian, Christine Keener, and approximately 17 visitors.

COMMUNICATIONS

A. Secretary of the Board of Education

Mr. Piskulich shared the following communication that the Board of Education received since the prior meeting: Billie Moore regarding the district calendar and Lisa Mikhjian regarding commencement ceremonies at Ultimate Soccer Arena.

B. Citizens Requesting Placement on the Agenda – None

C. Members of the Board of Education

Mrs. Berwick received communication from Renee Ronan regarding staffing at Adams High School.

Mrs. Talbert received communication from Ms. Cole regarding her daughter's building placement for next year.

SPOTLIGHT ON SUCCESS - Optimists Oratorical Contest Winners

The Rochester Optimist Club's Oratorical Contest was held on March 16, 2013 at the Rochester Hills Public Library. The topic of this year's speech was "Why My Voice is Important." The Optimists Oratorical Contest winners addressed the Board. Tyler Harper, from West Middle School explained why he wrote his speech on freedom of speech, and R'Khal Hargro from Stoney Creek High School gave the speech she prepared for the competition.

CONSENT AGENDA

A motion was made to approve the following Consent Agenda items as presented:

- A. To approve the Current Bills Payable for May 28, 2013 to June 7, 2013 in the amount of \$2,982,584.41.**

- B. To approve the Board of Education Regular Meeting Minutes of June 3, 2013.**
- C. To approve the Board of Education Meeting Dates for the 2013-2014 school year.**
- D. To approve the Administrative Employment Contract Extensions.**
- E. To approve the School Meal Price Recommendations for 2013-2014. The administration is not recommending any changes to school meal prices for the 2013-2014 year.**
- F. To approve the Purchase of Computers from Dell, Inc. not to Exceed \$250,000.00. Source of Funding: General Fund Technology Replacement Funds and 22i Technology Readiness Grant Funds.**
- G. To approve the Head Start Director's Report for April, 2013 and May, 2013.**
- H. To approve the second reading of the proposed deletions and revisions of the following policies:**

Deletions

Policy 1320 Assistant Superintendent for Business Affairs
Policy 1401 Assistant Superintendent for Instruction
Policy 4111 Creating a New Position

Revisions

Policy 3410.02 Guest Teacher Compensation
Policy 4113 Requisition of a New Position

Moved by: Mr. Piskulich
Supported by: Mrs. Pierobon
Vote: 6-0

REPORTS

A. Superintendent's Committee Reports (Informational Item) Ms. Davis

Ms. Davis, Chief Human Resource Officer, shared information from the Superintendent's Policy Committee meeting that took place on June 11, 2013. Discussion included a presentation from attorney Bob Lusk regarding Lusk Albertson's policy service. The policy committee was in favor of retaining the firm for this service.

B. RACE Update (Information Item) Mr. Harwell and Mrs. Srabian

Mr. Harwell and Mrs. Srabian gave a presentation regarding the review of the RACE programming and conclusions. The RACE study was initiated under the direction of Interim Superintendent Tresa Zumsteg. The RACE supervisor was responsible for ESL, High School Completion, Adult Basic Education, GED classes and GED testing. These were housed at RACE. The supervisor was also responsible for Career Technical Education (CTE) and Career Focused Education (CFE). These were housed in the high schools. The conclusion of the study was that the programs and GED testing that were housed at RACE should continue to be under the supervision of the RACE supervisor and should be continued in a manner that is cost effective and in line with the grant, state aid and tuition/fee funding. The CTE and CFE programs will move to the Curriculum Department which will oversee the applicable grants.

The meeting recessed at 7:35 p.m. (due to a severe weather warning) and reconvened at 8:03 p.m.

Board discussion and questions included the CTE/CFE position, state of the art programing, advertising for the RACE program, CTE elective courses, career cruising software, facility usage, the savings related to the RACE Study, and communicating this information to the RACE staff. Dr. Shaner shared that Mr. Cumming is leading the committee for housing these programs and the recommendation will be brought back to the Board in January 2014.

C. Human Resources Recommendations (Action Item) Ms. Davis

A motion was made to approve the Human Resources Recommendations as presented.

Moved by: Mr. Zabat

Supported by: Ms. Nowak

Ms. Davis, Chief Human Resource Officer, presented the following recommendations:

LEAVE OF ABSENCE

Michelle Griffith, Spanish Teacher, Adams High School

RETIREMENTS

Randolph McKay, Coordinator, Adams High School

Sharon Bienkowski, Principal, Delta Kelly Elementary School

RESIGNATIONS

Eric Kausch, Administrative Intern, Hart Middle School

Vote: 6-0

NEW BUSINESS

A. Renewal of the district memberships to the Michigan High School Athletic Association (MHSAA) \$0; the Michigan Association of School Boards (MASB) \$8,160.00 and the MASB Legal Trust Fund \$493.00. (Action Item)

Mrs. Talbert shared that she provides consulting presentations for the MASB which she receives compensation for and feels her vote would be a conflict of interest.

A motion was made to approve the renewal of the district memberships to the Michigan High School Athletic Association (MHSAA) \$0; the Michigan Association of School Boards (MASB) \$8,160.00 and the MASB Legal Trust Fund \$493.00 as presented.

Moved by: Mrs. Berwick

Supported by: Mrs. Pierobon

Abstentions: Mrs. Talbert

Vote: 5-0-1

B. 2013 Tax Rate Certification (Action Item) Mr. Romzek

Mr. Romzek presented the recommendation to approve the property tax rates for the 2013/2014 budget year. The current operating levy of 18 mills will be levied on non-primary residence property in 2013/2014, with 50% in the summer and 50% in the winter, as in past years. This will generate \$16.9 million of operating taxes for the General Fund. This tax levy covers the local portion of the \$7,922 foundation allowance, which equates to \$1,116 per student, and the \$6,806 balance of the foundation allowance

comes from state aid. The administration recommended keeping the debt millage of 6.70 mills for the 2013/2014 year, which is the same as the 2012/2013 levy. This millage will generate \$27.7 million in property taxes which will be used to pay the 2013/2014 principal and interest payments for the district's outstanding debt.

A motion was made to approve the 2013 Tax Rate Certification as presented.

Moved by: Ms. Nowak
Supported by: Mrs. Berwick

Vote: 6-0

C. Chartwells Contract Renewal for 2013/2014 (Action Item) Mr. Romzek

Mr. Romzek presented the recommendation for the extension of the district's contract with Chartwells for the management and operation of the district's food service program for 2013/2014. The district began contracting with Chartwells in 2010/2011. Michigan Department of Education (MDE) rules do not allow districts to enter into multi-year contracts for food service management. Instead, they allow districts to renew their existing one-year agreements up to four times, which requires districts to re-bid these services after that five year period. After the 2013/2014 year, the district would be able to extend the contract one more year before having to re-bid these services for the 2015/2016 year. The district has been very pleased with our partnership with Chartwells. Tracy Hizer, Director, and Kim Sinclair, Executive Chef, have become an integral part of the district's administrative team and their program has been very successful in Rochester. The program has demonstrated increased student participation, improved operating efficiencies, improved menu offerings and quality of food being served, and provided significant additional financial support to the General Fund for indirect costs. Tracy and her supervisor Ann Smith are looking to submit Rochester for a Center for Excellence designation with Chartwells next year, which is a very highly regarded designation on a district's program and only a few Chartwells accounts earn this outstanding designation.

A motion was made to approve the Chartwells Contract Renewal for 2013/2014 as presented.

Moved by: Mrs. Pierobon
Supported by: Mr. Zabat

Board discussion and questions included the USDA new food standards, participation number, and an update on the implementation of the ideas generated including new vegetarian options.

Vote: 6-0

D. Adopt the 2013-2014 Budget Resolutions (Action Item) Mr. Romzek

Mr. Romzek recommended the Board adopt the Budget Resolutions for the district's General Fund, Athletics Fund, Bookstore Fund, Capital Projects Fund, Debt Services Fund, and School Lunch Fund.

A motion was made to adopt the 2013-2014 Budget Resolutions as presented.

Moved by: Ms. Nowak
Supported by: Mrs. Berwick

Mrs. Romzek read the 2013-2014 Budget Resolutions.

Vote: 6-0

2013-2014 ORGANIZATIONAL ITEMS (Action Item) Mr. Romzek

A motion was made to approve the 2013-2014 Organizational Items as presented.

Moved by: Mr. Piskulich
Supported by: Mr. Zabat

Mr. Romzek read the following Organizational Items:

1. Establishment of Depository Accounts and Check Signatories

That the following depository accounts and check signatories be established for the 2013-2014 fiscal year.

Comerica Bank Depository

Signatory: Assistant Superintendent for Business Affairs

General Fund (11) Demand Deposit and Investment Accounts
General Fund (11) Payroll Controlled Disbursement Account
General Fund (11) Accounts Payable Controlled Disbursement Account
General Fund (11) Money Market Fund
General Fund (11) School Depository Demand Deposit and Investment Account
General Fund (11) Health Care Reimbursement Controlled Disbursement Account
General Fund (11) Section 125 Controlled Disbursement Account
General Fund (11) Debit Checking Account
Athletics Fund (21) Demand Deposit and Investment Account
Bookstore Fund (24) Demand Deposit and Investment Account
Food Service Fund (25) Demand Deposit and Investment Account
Debt Retirement Fund (31) Demand Deposit and Investment Account
Debt Retirement Fund (31) Money Market Account
Capital Projects Fund (41) Demand Deposit and Investment Accounts
Rochester Community Schools Foundation (52) Demand Deposit and Investment Account
Student Activity Fund (61) Demand Deposit and Investment Account
Support Organization Fund (62) Demand Deposit and Investment Account

Charles Schwab Endowments

Signatory: RCS Foundation Director

Multiple Accounts Charles Schwab Endowments, Foundation Directed Deposit Accounts

Investments:

Ambassador Capital Management	J.P. Morgan – Chase
Bank of America	Michigan Liquid Asset Fund Plus
Bank of New York Mellon	Michigan National Bank
Citizens Bank	Multi-Bank Securities, Inc.
Charles Schwab	National City Bank of Michigan & Illinois
Comerica Bank	The Bank of Rochester
Fifth Third Bank	U.S. Bank
Huntington Bank	

2. Persons Authorized to Make Investments on Behalf of Rochester Community Schools:

Assistant Superintendent for Business Affairs
Director of Budget and Finance

3. Persons Authorized to Enter into Agreements with Financial Institutions for Commercial Card Agreements, Custodial Agreements, and Other Financial Transactions:

Superintendent of Schools
Assistant Superintendent for Business Affairs
Director of Budget and Finance

4. Establishment of Authorized Persons to Sign in the Name of Rochester Community Schools:

That the following persons be authorized to sign for the listed purposes in the name of the Rochester Community School District:

Master Employee Contracts

Board President
Superintendent of Schools

Individual Employee Contracts

Superintendent of Schools
Chief Human Resource Officer

Third Party Contracts for Substitutes and Administrators

Superintendent of Schools
Chief Human Resource Officer

Third Party Contracts for Non-Instructional Supporting Services

Superintendent of Schools
Assistant Superintendent for Business Affairs
Director of Educational Technology and Information Services
Director of Facility/Operations/Transportation

Third Party Contracts for Employee Benefit Programs and Services

Superintendent of Schools
Assistant Superintendent for Business Affairs
Chief Human Resource Officer

Titles, Deeds, Leases, and Easement Agreements

Board President
Superintendent of Schools
Assistant Superintendent for Business Affairs
Director of Facility/Operations/Transportation

Reports to the State Department of Education

Superintendent of Schools
Assistant Superintendent for Instruction
Assistant Superintendent for Business Affairs
Chief Human Resource Officer
Director of Assessment and Grants
Director of Budget and Finance
Director of Community Relations and RCS Foundation
Director of Educational Technology and Information Services
Director of Elementary Education
Director of Facility/Operations/Transportation
Director of Secondary Education
Director of Special Education

Construction Contracts

Superintendent of Schools
Assistant Superintendent for Business Affairs
Director of Facility/Operations/Transportation

Federal Aid Agreements and Reports

Superintendent of Schools
Assistant Superintendent for Business Affairs
Assistant Superintendent for Instruction
Director of Budget and Finance

Special Education Agreements

Superintendent of Schools
Assistant Superintendent for Business Affairs
Assistant Superintendent for Instruction
Director of Budget and Finance
Director of Special Education

Community Education Agreements

Superintendent of Schools
Assistant Superintendent for Business Affairs

Purchase Orders

Assistant Superintendent for Business Affairs
Purchasing Supervisor

Grant Authorization

Grantee and Superintendent of Schools
Assistant Superintendent for Business Affairs
Director of Assessment and Grants
Director of Budget and Finance

5. Newspapers for Official Publications

That the Oakland Press and the Rochester Post be designated as the newspapers for official publications of legal notices for the Board of Education.

6. Designation of District Legal Counsel Representation

That the firm of Thrun Law Firm, P.C., be designated as the district's legal counsel for bond, capital projects, and other matters.

That the firm of Clark Hill, P.L.C., be designated as the district's legal counsel for business-related matters.

That the firm of LaPointe and Butler, P.C., be designated as the district's legal counsel for special education matters.

That the firm of Keller Thoma, P.C., be designated as the district's legal counsel for labor relations.

That the firm of Lusk & Albertson, P.L.C., be designated as the district's legal counsel for student, human resource, and policy matters.

7. Authorize Summer and Winter Tax Collection for Each Municipality

That the Assistant Superintendent for Business Affairs or Director of Budget and Finance be authorized to request summer and winter tax collection from each municipality.

8. Designation of Person Responsible for Implementing Public Notice Requirements of the Open Meetings Act

That the Executive Assistant to the Superintendent be designated as the person responsible for implementing the public notice requirements of the Open Meetings Act, Section 5 (1).

9. Designation of Property/Liability Insurance Carriers

That M.A.I.S.L. Joint Risk Management Trust provide property, general, and other liability insurance coverage, and that Cannon Cochran Management Services, Inc., provide worker's compensation coverage.

10. Designation of Persons to Serve as Director and Alternate Director to the M.A.I.S.L. Joint Risk Management Trust

That the Assistant Superintendent for Business Affairs be named Director and that the Executive Assistant to the Assistant Superintendent for Business Affairs be named Alternate Director to the M.A.I.S.L., Joint Risk Management Trust.

Vote: 6-0

ADDITIONAL BUSINESS

A. Citizens Present at the Meeting – None

- B. Members of the Administration** – Dr. Shaner congratulated the RCS 2012-2013 graduates and thanked Mrs. Srabian and Mr. Harwell for presenting the RACE information to the Board.
- C. Members of the Board of Education** – Mr. Zabat attended the Oakland County School Boards Association meeting and collected awards of merit for Ms. Nowak and Mr. Coutteau on behalf of the Michigan Association of School Boards (MASB). Mrs. Talbert thanked Dr. Shaner and Mrs. Hartman for coordinating the second Community Dialogue Breakfast at Rochester College. Mrs. Talbert also thanked the district administrators for their great work during the transitions that have taken place over the past year.

ANNOUNCEMENTS

Upcoming RCS Events

August 12, 2013	Board of Education Regular Meeting, Administration Center, 7 p.m.
August 15, 2013	Board of Education Retreat, Administration Center, 5 p.m. to 9 p.m.
August 16, 2013	Board of Education Retreat, Administration Center, 8 a.m. to 5 p.m.
August 26, 2013	Board of Education Regular Meeting / Study Session, Administration Center, 7 p.m.

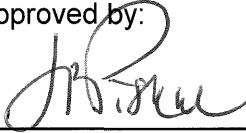
ADJOURNMENT

A motion was made to adjourn the meeting at 8:55 p.m.

Moved by: Mr. Zabat
Supported by: Mrs. Pierobon
Vote: 6-0

Respectfully submitted:

Christine Keener
Recording Secretary

Approved by:

Secretary, Board of Education